



Human Resources Newsletter

April 2002 News

What's New, What's Hot

- Civil Service announced further changes in Job Announcement/Posting Procedures to complete conversions to internet posting of announced jobs. (General Circular 1479 has details)
- Take Our Daughters to Work Day will be held at DOTD Headquarters on April 25th. Events planned include an assembly with welcome by Dr. Kam, employee demonstrations & Governor's Mansion tour. The day will conclude with a reception including refreshments, certificates and door prizes.

Special Events

- April 3rd - HQ DOTD New Employee Orientation
- April 9th - Civil Service Commission hearing, 9 a.m., Civil Service-DOTD Annex Bldg.
- April 11th - Employee Recognition Ceremony, 9 a.m., HQ Auditorium
- April 17th - SCHR meeting
- April 24th - Secretaries' Day
- April 25th - Take Our Daughters to Work Day (HQ Program)

HR Unit Updates

Compensation Unit

- ET Job Study:
 - **Engr Tech 1-4** walkovers are completed. The 3/8/02 paychecks reflected initial pay adjustments; the 3/22/02 checks reflected retroactive pay.
 - For **ET 5, ET 7 and ET DCL** walkovers, the HR Compensation Unit plans to complete the SF-3 review/allocation process for all **Section** positions by **late March/early April**, provided that any necessary SF-3 revisions are returned in a timely manner; the Unit expects to complete the 400+ District SF-3's by mid/late April.
 - **Important note concerning DCL positions:** These positions will take longer than others as the Department of Civil Service must first approve all proposed **supplemental qualification** requirements for each DCL position and has also requested to review a limited number of specific ET DCL position descriptions
- Fiscal Job Study (select Accounting/Budget jobs): GS level changes were approved by the Governor effective 2/15/02; affected employees will receive pay increase on 3/8/02 paycheck.



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HR Unit Updates (Continued)

Personnel Management Unit

- Employees who receive "Unrated" PPR ratings due to a rating supervisor's untimeliness, must be notified of this ASAP to allow for opportunity to request a Review within 15 days of anniversary date.
- Applications for the Summer Engineering Student Program are being accepted until Friday, May 10, 2002. Because the number of vacancies available through the State is limited, applications will be processed on a first-come-first served basis. To be eligible, a student must be registered full-time with a Louisiana University and classified as a junior or senior in Civil Engineering. Students will be allowed to work a maximum of forty (40) hours per week for eleven (11) weeks from June 3 to August 16. Juniors will be paid \$7.00 per hour, and seniors will be paid \$9.00 per hour. A student employment application, SF-10D may be downloaded from the DOTD web site. Mail application to be received by May 10, 2002, to Ms. Janice Drake, Recruiting Program Manager, LA DOTD, P. O. Box 94245, Baton Rouge, Louisiana 70804-9245 or send via e-mail to jdrake@dotd.state.la.us.

Employee Relations Unit

- HQ HR is accepting registration forms for "Take Our Daughters to Work Day," April 25, 2002, from girls ages 9-15. Point of contact is Dee Everett, Human Resources Manager, (225) 379-1239.